

**ANNOUNCEMENT - JOB VACANCY
(FROM PERSONNEL DIRECTOR TO DEPARTMENT)**

DATE ISSUED: March 15, 2013
DEPARTMENT: Craven County Tax Department
POSITION TITLE: Appraiser I (Real Estate)
SALARY RANGE: \$38,695 - \$78,172
DATE AVAILABLE: April 1, 2013

DESCRIPTION/QUALIFICATIONS REQUIRED:

High school graduate or equivalent with good math skills. Must attain certification as a tax appraiser by the Ad Valorem Tax Division of the North Carolina Department of Revenue within one year of being assigned duties as a tax appraiser. Applicant must have map reading, computer skills, the ability to create and maintain spreadsheets and a minimum of two years' experience in real estate valuation. Must have a valid North Carolina Driver's license and a good driving record.

ESSENTIAL JOB FUNCTIONS:

To inspect real and personal property throughout Craven County. To measure, sketch and describe the improvements according to the county schedule of values and develop estimated values for tax assessment purposes.

ADDITIONAL JOB FUNCTIONS:

To assist in the preparation of regular mailings of notices, questionnaires and other mass mailings. To perform recordkeeping duties required by office to maintain record of appeals and review request filed by property owners.

Position: 33-5

APPLY TO: Glenn Jones **Phone #:** 252-636-6640

APPLICATION DEADLINE: Open Until Filled

ADVERTISED: in-house & outside

DATE FILLED: _____/_____/_____

CRAVEN COUNTY IS AN EEO/AA EMPLOYER

Craven County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Craven County hires only citizens and aliens lawfully authorized to work in the United States, in compliance with the Immigration Reform & Control Act of 1986.

4/10/92 (Form JV-2)